



FAIR WORK
COMMISSION

5 June 2013

Ms Louise Tarrant
National Secretary
United Voice
Locked Bag 9
HAYMARKET NSW 1240

Dear Ms Tarrant

Re: Lodgement of Financial Accounts and Statements – United Voice, Northern Territory Branch - for year ending 30 June 2012 (FR2012/250)

I refer to the above financial statements and accounts lodged with the Fair Work Commission ('FWC') on 14 January 2013. A corrected Audit report was lodged on 28 May 2013.

The documents have been filed. There is no further action required in respect of this return. I enclose a copy of my letters to the Branch Secretary and the Auditor, for your record.

Yours sincerely,

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch



FAIR WORK
COMMISSION

5 June 2013

Mr Matthew Gardiner
Branch Secretary, Northern Territory Branch
United Voice
GPO Box 32
DARWIN NT 0801

Dear Mr Gardiner

Re: Lodgement of Financial Accounts and Statements – United Voice, Northern Territory Branch - for year ending 30 June 2012 (FR2012/250)

I refer to the above financial statements and accounts lodged with the Fair Work Commission ('FWC') on 14 January 2013. A corrected Audit report was lodged on 28 May 2013.

The documents have been filed. There is no further action required in respect of this return. However in the interests of greater consistency across reporting units and transparency in reporting I have identified various matters of detail which should be kept in mind when preparing future reports, to more correctly reflect the requirements of the *Fair Work (Registered Organisations) Act 2009* ('the RO Act'). I have set these out in my letter to the auditor, which I enclose, for your information and reference.

If you wish to discuss any aspect of the financial reporting requirements, please do not hesitate to contact me at any time on (02) 6723 7237.

Yours sincerely,

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

cc. Ms Louise Tarrant, National Secretary



FAIR WORK
COMMISSION

5 June 2013

Mr Clive Garland
Partner,
KPMG
18 Smith Street
DARWIN NT 0800

Dear Mr Garland

Re: Lodgement of Financial Accounts and Statements – United Voice, Northern Territory Branch - for year ending 30 June 2012 (FR2012/250)

I refer to the above financial statements and accounts lodged with the Fair Work Commission ('FWC') on 14 January 2013. A corrected Audit report was lodged on 28 May 2013.

The documents have been filed. In the interests of greater consistency across reporting units and transparency in reporting in accordance with the *Fair Work (Registered Organisations) Act 2009* ('the RO Act') I have identified the following matters for modification in future years. I set these out for your information.

- (1) The audit report refers to the financial report as "*being a special purpose financial report*". Reports prepared under section 253 of the *RO Act* are general purpose financial reports.
- (2) Auditors' opinions should use the phrase required by the applicable reporting framework.¹ The phrasing used by sub-section 257(5) of the Act requires the auditor to "*state, whether.....the general purpose financial report is presented fairly...*"
- (3) Future auditor's reports must include additional details required either by the relevant Auditing Standard or by FWC. These details include the Auditor's address,² and confirmation of the Auditor's current Public Practice certificate and professional membership details, or alternatively, whether the Auditor is a Registered Company Auditor.³

¹ See para 35 ASA 700, in *Auditing and Assurance Handbook* (ICAA), p.700

² FWC reference is to para. 42 "*Auditing and Assurance Handbook 2012*", ICAA, p. 701

³ Sub-section 256(1) of the Fair Work (Registered Organisations) Act 2009 ('the RO Act') requires that the organisation must have at relevant times an auditor and sub-section 256(2) requires that the auditor must be approved. Regulation 4 of the Fair Work (Registered Organisations) Regulations 2009 ('the RO Regulations') defines the meaning of "approved auditor". In order for FWC to be satisfied that the organisation has complied with these provisions, it must have a current, up-to-date basis for being so satisfied. New Reporting Guidelines which will be issued in 2013 will require information providing that basis at the time a financial report is lodged. Confirmation in the report of the qualification details as defined avoids the need for FWC to inquire further.

(4) The disclaimer on page 20 indicates that the audit did not cover all details of the additional financial information attached. Several expense balances appearing in the additional Income and Expenditure Statement are items required by the Reporting Guidelines⁴ to be disclosed *‘in the notes...unless already disclosed on the face of the profit and loss statement.’* Some of these have been disclosed in the notes.⁵ However “Sponsorships”, “Donations and gifts”⁶ and “Legal & Professional Exp”⁷ were not elsewhere disclosed in the report. I enclose the relevant extracts from the current Reporting Guidelines.

(5) Paragraph 11(f) of the Reporting Guidelines states *“Balances for the following items of expense must be disclosed by the reporting unitgrants and donations”*.

The Loans, Grants and Donations Statement lodged by the National Secretary of the organisation in respect of the Northern Territory Branch for the year ended 30 June 2012 includes various balances that have been described in the additional Income and Expenditure Statement as *“Sponsorships”*.

This is an issue of descriptive transparency, and FWC suggests there be no doubt on the face of the financial statements that balances for “Sponsorships” are either “grants” or “donations”, as the case may be.

(6) Sub-regulation 159(b) of the Fair Work (Registered Organisations) Regulations 2009 (‘the regulations’) requires the operating report prepared under section 254 of the RO Act to disclose the number of employees of the reporting unit, where the number of employees includes both full-time employees and part-time employees, as measured on a full-time equivalent basis.

The Operating Report disclosed the total number of employees. Future operating reports measure and specify the total number of employees as a “full-time equivalent”.

(7) Sub-section 254(2)(d) of the RO Act requires the operating report to disclose the details (name and position) of any officer or member who is a trustee, or director of a company that is a trustee, of a superannuation entity, where the criterion for such officer or member being the trustee or director is that he or she is an officer or member of the registered organisation.

There was no reference to this information in the Operating Report, unlike previous years where a statement explicitly confirming that there were no superannuation trustees was included. In order that FWC can be satisfied that the organisation has had regard to the provision of sub-section 254(2)(d), as in previous years, in any year in which there are no officers or members who are trustees, or directors of companies that are trustees, of a superannuation entity, the Operating Report should include an explicit statement to that effect.

(8) Sub-section 272(5) requires that a notice drawing members’ attention to the text of subsections 272(1), (2) and (3) and setting out those subsections must be included in the financial report. This notice was omitted from the report.

⁴ see para. 11

⁵ e.g. affiliation fees (‘ALP’, ‘NT Trades & Labor Council’), sustentation fees (i.e. to National Office), audit fees

⁶ See para 11(f)

⁷ See para 11(j)

If you wish to discuss any aspect of the financial reporting requirements in the future, please do not hesitate to contact me on (02) 6723 7237.

Yours sincerely,

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch



14 January, 2013

Ms Bernadette O'Neill
Fair Work Australia
80 William Street
EAST SYDNEY NSW 2011

Dear Ms O'Neill

RE: NORTHERN TERRITORY BRANCH FINANCIAL REPORTS

I am writing to lodge the financial reports for the United Voice Northern Territory Branch for the year ended 30 June 2012. Enclosed is the full Financial Report including:

- The Branch Executive Statement signed by the Branch Secretary
- The Operating Report signed by the Branch Secretary
- The Independent Audit Report signed by the Auditors
- The accounts including the notes to and forming part of the accounts.

The financial reports were sent to the Branch Executive on 13 December, 2012. The Executive resolved:

- That the operating report be approved and signed
- To endorse the Branch Executive Statement
- That the Branch Secretary be authorised to sign the Branch Executive Statement
- That the financial reports be distributed to members by publication on the United Voice website and advertising that link in November edition of Union News.

Subsequently the financial report including the General Purpose Financial Report, the Auditors statements and the operating report were supplied to members through publication on the United Voice website. Members also received a copy of Union News which contained an advertisement advising members how to view the reports on the website.

A full report was provided to the Committee of Management on 11 January, 2013 and was adopted. Also enclosed is a copy of the Branch Secretary's certificate dated 14 January,

2013.

On the basis of the above and the enclosed documentation it would seem that the United Voice NT Branch has complied with the audit and reporting requirements of the Fair Work Australia Act 2009.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Louise Tarrant', written in a cursive style.

LOUISE TARRANT
NATIONAL SECRETARY

**UNITED VOICE
NORTHERN TERRITORY BRANCH**

FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2012

CERTIFICATE BY SECRETARY OR PRESCRIBED OFFICER

I, Matthew Gardiner, being the Branch Secretary of the United Voice, Northern Territory Branch certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- That the full report was provided to members on 20 December 2012 and
- That the full report was presented to the committee of management of the reporting unit on 14th January, 2013 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signed



Date: 14 January, 2013

UNITED VOICE NORTHERN TERRITORY BRANCH

OPERATING REPORT

United Voice is a union of workers organising to win better jobs, stronger communities, a fairer society and a sustainable future.

This Operating Report covers the activities of United Voice Northern Territory Branch for the financial year ended 30 June 2012.

1. Principal Activities of the Northern Territory Branch

The principal activities of the Northern Territory Branch of the Union, as conducted through the Branch Office, during the past year fell into the following categories:

- Implementation of the decisions of the National Executive and Northern Territory Branch Council.
- Implementation of the National Plan as endorsed by the Northern Territory Branch.
- Implementation of the union's organising agenda, including direct assistance and strategic advice on particular industry or site organising projects, the training and development of officials and assistance to branches on planning and resourcing campaigns.
- Coordination of campaigns undertaken by the union. This particularly focussed on the child care, aged care, hotels and cleaning industries.
- Industrial support including representation of individual member grievances, advice on legal and legislative matters and responding to other unions' rules applications where they impact on membership of United Voice.
- The administration of awards and initiating and responding to variations to awards.
- Participation in campaigns and other work conducted by the ACTU and Unions NT.
- Media and communications to members and to the broader community via media and public comment, video and film development, websites and social media and targeted publications, including the national magazine.
- Bargaining in key industries.
- Implementation of the union's policies and the priorities established by the Northern Territory Branch and National Executive.
- Lobbying and negotiations with different levels of Government and key industry organisations around issues of importance to United Voice members.
- Advocacy to bodies set up by government to enquire into policy areas affecting United Voice members.
- Participation in Industry Skills Councils where United Voice members are affected by decisions of those bodies.

2. The Northern Territory Branch's Financial Affairs

The level of small branch support to the Northern Territory Branch increased by 38% this financial year compared to 2011-12. Over 5% of our income came from other sources including property income and interest income. Total income increased by 9%.

In the same period the total level of expenditure increased by 9%. This led to an operating deficit of \$67,796.76.

During the 2011-12 financial year, the National Office provided ongoing operational support to the Northern Territory Branch.

3. Right of Members to Resign

All Members of the Union have the right to resign from the Union in accordance with Rule 10 of the Union Rules, and Section 174 of the Fair Work (Registered Organisations) Act 2009

In accordance with Section 174(1) of the Fair Work (Registered Organisations) Act 2009 a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a Branch of the organisation.

4. Membership of the Union

There were 2983 members of the union as at 30 June 2012.

5. Employees of the Northern Territory Branch

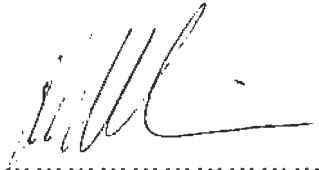
As at 30 June 2012 the Northern Territory Branch employed 7 full time employees and 4 part time employees with a total number of 11 employees.

6. Branch Executive

The following persons were members of the National Executive, during the year ending 30 June 2012:

<i>Name</i>	<i>Period of appointment</i>
Matthew Gardiner	1.7.11 to 30.6.12
Martine Tulloch	1.7.11 to 30.6.12
Denise Ah Sam	1.7.11 to 30.6.12
Patricia Michels	1.7.11 to 30.6.12
Manual Koulakis	1.7.11 to 30.6.12
Graham Lyons	1.7.11 to 30.6.12
Philip Tillbrook	1.7.11 to 30.6.12
Donald Henwood	1.7.11 to 30.6.12

For the NT Branch Executive



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Matthew Gardiner

13 December, 2012.

**United Voice
Northern Territory Branch
Annual General Purpose Financial Report
30 June 2012**

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**Statement of Comprehensive Income
For the year ended 30 June 2012**

	Note	2012 \$	2011 \$
Income			
Total income for the period	5	1,420,094	1,307,948
Less expenditures			
Staff costs		973,859	857,420
Depreciation	10	23,285	23,285
Other expenses		<u>490,747</u>	<u>488,660</u>
Total expenditures		<u>1,487,891</u>	<u>1,369,365</u>
(Deficit) for the period		<u>(67,797)</u>	<u>(61,417)</u>
Other comprehensive income		-	-
Total comprehensive income for the period		<u>(67,797)</u>	<u>(61,417)</u>

The accompanying notes on pages 7 to 16 form part of and are to be read in conjunction with the financial statements.

**Statement of Financial Position
As at 30 June 2012**

	Note	2012 \$	2011 \$
Assets			
Cash	6	67,823	64,914
Receivables		7,216	4,278
Other assets	7	14,097	11,177
Total current assets		89,136	80,369
Property, plant and equipment	10	1,049,641	1,094,418
Total non-current assets		1,049,641	1,094,418
Total assets		1,138,777	1,174,787
Liabilities			
Payables	8	172,899	162,096
Employee benefits	9	135,324	92,848
Total current liabilities		308,223	254,944
Total non-current liabilities		-	-
Total liabilities		308,223	254,944
Net Assets		830,554	919,843
Reserves			
Asset revaluation reserves		965,650	987,142
Accumulated funds		(135,096)	(67,299)
Total reserves		830,554	919,843

The accompanying notes on pages 7 to 16 form part of and are to be read in conjunction with the financial statements.

**Statement of Changes in Accumulated Funds
for the year ended 30 June 2012**

	Revaluation Reserves	Accumulated Funds	Total Equity
Balance at 1 July 2010	987,142	(5,882)	981,260
Net (deficit) for the period	-	(61,417)	(61,417)
Total for the period	-	(61,417)	(61,417)
Balance at 30 June 2011	987,142	(67,299)	919,843
Balance at 1 July 2011	987,142	(67,299)	919,843
Write-offs	(21,492)	-	(21,492)
Net (deficit) for the period	-	(67,797)	(67,797)
Total for the period	(21,492)	(67,797)	(89,289)
Balance at 30 June 2012	965,650	(135,096)	830,554

The accompanying notes on pages 7 to 16 form part of and are to be read in conjunction with the financial statements.

**Statement of Cash Flows
for the year ended 30 June 2012**

	2012	2011
	\$	\$
Cash flows from operating activities		
Cash receipts from members	1,153,643	1,032,670
Other cash receipts	51,832	62,618
Cash paid to suppliers and employees	(1,204,195)	(1,158,487)
Cash generated from operations	<u>1,280</u>	<u>(63,199)</u>
Interest received	1,629	3,291
Interest paid	<u>-</u>	<u>-</u>
Net cash from operating activities	11 <u>2,909</u>	<u>(59,908)</u>
 Cash flows from investing activities		
Acquisition of property, plant and equipment	<u>-</u>	<u>-</u>
Net cash from investing activities	<u>-</u>	<u>-</u>
Net increase in cash and cash equivalents	2,909	(59,908)
Cash and cash equivalents at 1 July	<u>64,914</u>	<u>124,822</u>
Cash and cash equivalents at 30 June	6 <u>67,823</u>	<u>64,914</u>

The accompanying notes on pages 7 to 16 form part of and are to be read in conjunction with the financial statements.

Notes to the financial statements

1. Reporting entity

United Voice-Northern Territory Branch (the “Branch”) is a trade union domiciled in Australia. The address of the Branch's registered office is Unit 1, 38 Woods Street Darwin NT 0800. The Branch primarily is involved in the provision of industrial representation and service for members.

In the opinion of the Management Committee, the Branch is not a reporting entity. The financial report of the Branch has been drawn up as a general purpose financial report for distribution to the members.

The financial report for the year ended 30 June 2011 was audited by Sue Lee & Associates.

The financial statements were approved by the Management Committee on 13 December 2012.

2. Basis of preparation

(a) Statement of compliance

This financial report is a general-purpose financial report that has been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board and the requirements of the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009.

Australian Accounting Standards require a statement of compliance with International Financial Reporting Standards (IFRS) to be made where the financial report complies with these standards. Some Australian Equivalents to IFRS and other Australian Accounting Standards contain requirements specific to not-for-profit entities that are inconsistent with IFRS requirements. The Branch is a not for profit entity and has applied these requirements, so while this financial report complies with Australian Accounting Standards including Australian Equivalents to International Financial Reporting Standards it cannot make this statement. There has been no accounting standards issued which will have a financial impact on the financial report in the future periods and which are not yet effective.

The following is a summary of the significant accounting policies adopted by the entity in the preparation of the financial statements. The accounting policies have been consistently applied unless otherwise stated.

The Branch has net current liabilities and this may give rise to going concern issue. The parent entity the United Voice National Office has confirmed financial support for the Branch to meet its financial obligations when they fall due. On this basis, the Management Committee have prepared the financial statements on the going concern basis.

2. Basis of preparation continued

(b) Basis of measurement

The financial statements have been prepared on the historical cost basis except for the following:

- contributions from members are recognised on cash basis;
- revaluation of certain items of property, plant and equipment;

(c) Functional and presentation currency

These financial statements are presented in Australian dollars, which is the Branch's functional currency.

(d) Use of estimates and judgements

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

3. Significant accounting policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

(a) Non-derivative financial instruments

Non-derivative financial instruments comprise investments in equity and debt securities, trade and other receivables, cash and cash equivalents, loans and borrowings, and trade and other payables.

Non-derivative financial instruments are recognised initially at fair value plus, for instruments not at fair value through profit or loss, any directly attributable transaction costs. Subsequent to initial recognition non-derivative financial instruments are measured as described below.

Cash and cash equivalents comprise cash balances and call deposits. Bank overdrafts that are repayable on demand and form an integral part of the Branch's cash management are included as a component of cash and cash equivalents for the purpose of the statement of cash flows.

3. Significant accounting policies continued

(a) Non-derivative financial instruments continued

Financial assets at fair value through profit or loss

An instrument is classified as at fair value through profit or loss if it is held for trading or is designated as such upon initial recognition. Financial instruments are designated at fair value through profit or loss if the Branch manages such investments and makes purchase and sale decisions based on their fair value in accordance with the Branch's documented risk management or investment strategy. Upon initial recognition, attributable transaction costs are recognised in profit or loss when incurred. Financial instruments at fair value through profit or loss are measured at fair value, and changes therein are recognised in profit or loss.

Other

Other non-derivative financial instruments are measured at amortised cost using the effective interest method, less any impairment losses.

(b) Impairment

(i) Financial assets

A financial asset is assessed at each reporting date to determine whether there is any objective evidence that it is impaired. A financial asset is considered to be impaired if objective evidence indicates that one or more events have had a negative effect on the estimated future cash flows of that asset.

An impairment loss in respect of a financial asset measured at amortised cost is calculated as the difference between its carrying amount, and the present value of the estimated future cash flows discounted at the original effective interest rate. An impairment loss in respect of an available-for-sale financial asset is calculated by reference to its fair value.

Individually significant financial assets are tested for impairment on an individual basis. The remaining financial assets are assessed collectively in groups that share similar credit risk characteristics.

All impairment losses are recognised in profit or loss. Any cumulative loss in respect of an available-for-sale financial asset recognised previously in equity is transferred to profit or loss.

An impairment loss is reversed if the reversal can be related objectively to an event occurring after the impairment loss was recognised. For financial assets measured at amortised cost and available-for-sale financial assets that are debt securities, the reversal is recognised in profit or loss. For available-for-sale financial assets that are equity securities, the reversal is recognised directly in equity.

3. Significant accounting policies continued

(b) Impairment continued

(ii) Non-financial assets

The carrying amounts of the Branch's non-financial assets are reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists then the asset's recoverable amount is estimated. For goodwill and intangible assets that have indefinite lives or that are not yet available for use, the recoverable amount is estimated each year at the same time.

The recoverable amount of an asset or cash-generating unit is the greater of its value in use and its fair value less costs to sell. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. For the purpose of impairment testing, assets are grouped together into the smallest group of assets that generates cash inflows from continuing use that are largely independent of the cash inflows of other assets or groups of assets (the "cash-generating unit"). The goodwill acquired in a business combination, for the purposes of impairment testing, is allocated to cash-generating units that are expected to benefit from the synergies of the combination.

An impairment loss is recognised if the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in profit or loss. Impairment losses recognised in respect of cash-generating units are allocated first to reduce the carrying amount of any goodwill allocated to the units and then to reduce the carrying amount of the other assets in the unit (group of units) on a *pro rata* basis.

An impairment loss in respect of goodwill is not reversed. In respect of other assets, impairment losses recognised in prior periods are assessed at each reporting date for any indications that the loss has decreased or no longer exists. An impairment loss is reversed if there has been a change in the estimates used to determine the recoverable amount. An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised.

3. Significant accounting policies continued

(c) Property, plant and equipment

Property, plant and equipment are initially carried at cost less accumulated depreciation and any accumulated impairment losses. Costs incurred on property, plant and equipment subsequent to initial acquisition are capitalised when it is probable that the future economic benefits in excess of the originally assessed performance of the asset will flow to the Branch in future years. All other costs are accounted as repairs and maintenance and are recognised in the statement of comprehensive income as incurred. Buildings are carried at a revalued amount based upon independent valuations.

The Branch has adopted a policy of expensing capital items with a purchase value of less than \$5,000.

Depreciation on property, plant and equipment is calculated on the straight line method and is charged against income so as to provide for the write down of cost over the estimated life of the asset of the Branch.

	2012	2011
Buildings	2%	2%

(d) Employee benefits

(i) Defined contribution plans

A defined contribution plan is a post-employment benefit plan under which an entity pays fixed contributions into a separate entity and will have no legal or constructive obligation to pay further amounts. Obligations for contributions to defined contribution plans are recognised as a personnel expense in profit or loss when they are due. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in future payments is available.

(ii) Other long-term employee benefits

The Branch's net obligation in respect of long-term employee benefits is the amount of future benefit that employees have earned in return for their service in the current and prior periods plus related on costs; that benefit is discounted to determine its present value, and the fair value of any related assets is deducted. The discount rate is the yield at the reporting date on government bonds that have maturity dates approximating the terms of the Branch's obligations.

(iii) Termination benefits

Termination benefits are recognised as an expense when the Branch is demonstrably committed, without realistic possibility of withdrawal, to a formal detailed plan to either terminate employment before the normal retirement date, or to provide termination benefits as a result of an offer made to encourage voluntary redundancy. Termination benefits for voluntary redundancies are recognised as an expense if the Branch has made an offer encouraging voluntary redundancy, it is probable that the offer will be accepted, and the number of acceptances can be estimated reliably.

3. Significant accounting policies continued

(iv) Short-term benefits

Short-term employee benefit obligations are measured on an undiscounted basis and are expensed as the related service is provided.

A liability is recognised for the amount expected to be paid under short-term cash bonus or profit-sharing plans if the Branch has a present legal or constructive obligation to pay this amount as a result of past service provided by the employee and the obligation can be estimated reliably.

(e) Provisions

A provision is recognised if, as a result of a past event, the Branch has a present legal or constructive obligation that can be estimated reliably, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability.

(f) Income

Income is recognised to the extent that it is probable that the economic benefits will flow to the Branch and the income can be reliably measured. The following specific recognition criteria must also be met before income is recognised.

Member contributions and grants are recognised when they are received. Rent income is recognised on accrued basis. All income is stated net of the amount of goods and services tax (GST).

Interest income is recognised as interest accrues using the effective interest method.

(g) Taxation

The Branch is exempt from all forms of taxation except for fringe benefits tax and the goods and services tax. Income, expenses, and assets are recognised net of GST except where the amount of GST incurred is not recoverable from the Australian Taxation Office and receivables and payables.

(i) Goods and services tax

Income, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the taxation authority. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the balance sheet.

Cash flows are included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

United Voice- Northern Territory Branch

	2012	2011
	\$	\$
4. Auditors' remuneration		
Audit services		
KPMG Darwin	8,000	-
Sue Lee & Associates CPA	-	5,000
5. Income	2012	2011
	\$	\$
Membership fee	1,153,643	1,032,670
Small branch support	207,132	150,389
Sponsorship	17,182	86,778
Rent income	20,863	16,119
Interest income	1,629	3,291
Others	19,645	18,701
Total income	<u>1,420,094</u>	<u>1,307,948</u>
6. Cash and cash equivalents		
Bank balances	67,623	64,714
Petty cash	200	200
Cash and cash equivalents in the statements of cash flows	<u>67,823</u>	<u>64,914</u>
7. Other assets		
Prepayments	<u>14,097</u>	11,177
	<u>14,097</u>	11,177
8. Account payables		
<i>Current</i>		
Trade creditors	156,960	153,128
Other payables	<u>15,939</u>	<u>8,968</u>
	<u>172,899</u>	<u>162,096</u>
9. Employee benefits		
<i>Current</i>		
Liability for leaves	<u>135,324</u>	<u>92,848</u>
	<u>135,324</u>	<u>92,848</u>

United Voice- Northern Territory Branch

10. Property, plant & equipment	Buildings \$	Revaluation	Total \$
Cost			
Balance at 1 July 2010	251,250	987,142	1,238,392
Additions	-	-	-
Disposals	-	-	-
Balance at 30 June 2011	<u>251,250</u>	<u>987,142</u>	<u>1,238,392</u>
Balance at 1 July 2011	251,250	987,142	1,238,392
Additions	-	-	-
Revaluation	-	(21,492)	(21,492)
Balance at 30 June 2012	<u>251,250</u>	<u>965,650</u>	<u>1,216,900</u>
Depreciation			
Balance at 1 July 2010	81,204	39,485	120,689
Depreciation charge for the year	3,543	19,742	23,285
Disposals	-	-	-
Balance at 30 June 2011	84,747	59,227	143,974
Balance at 30 June 2011	84,747	59,227	143,974
Depreciation charge for the year	3,543	19,742	23,285
Disposals	-	-	-
Balance at 30 June 2012	<u>88,290</u>	<u>78,969</u>	<u>167,259</u>
Carrying amounts			
At 30 June 2011	<u>166,503</u>	<u>927,915</u>	<u>1,094,418</u>
At 30 June 2012	<u>162,960</u>	<u>886,681</u>	<u>1,049,641</u>

The property valuation was undertaken in June 2008 by an independent professional valuer.

United Voice- Northern Territory Branch

	2012	2011
	\$	\$
11. Reconciliation of cash flows from operating activities		
Cash flows from operating activities		
Comprehensive income for the period	(67,797)	(61,417)
<i>Adjustments for:</i>		
Depreciation	<u>23,285</u>	<u>23,285</u>
Operating profit before changes in working capital and provisions	(44,512)	(38,132)
Change in accounts receivable	(2,937)	(4,279)
Change in prepayments	(2,921)	(11,177)
Change in provisions	42,476	(9,903)
Change in accounts payable	<u>10,803</u>	<u>3,583</u>
Net cash from operating activities	<u>2,909</u>	(59,908)

12. Related parties

(a) The following persons have held office in the Union during the financial period.

Branch President	Martine Tulloch	1.7.11 to 30.6.12
Branch Vice Presidents	Denise Ah Sam	1.7.11 to 30.6.12
Branch Secretary	Matthew Gardiner	1.7.11 to 30.6.12
Executive Members	Donald Henwood	1.7.11 to 30.6.12
	Manny Koulakis	1.7.11 to 30.6.12
	Graham Lyons	1.7.11 to 30.6.12
	Patricia Michels	1.7.11 to 30.6.12
	Phil Tilbrook	1.7.11 to 30.6.12

(b) The aggregate amount of remuneration paid to officers during the financial year is disclosed below.

(c) There have been no other transactions between the officers and the Union other than those relating to their membership of the Union and the reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.

(d) Other related parties

There are no staff members that work at the union who are close members of the family of key management personnel.

United Voice- Northern Territory Branch

Transactions relating to the officer

	2012	2011
	\$	\$
Wages and allowance	111,580	121,348
Superannuation-SGC	10,100	10,331
Superannuation-SCI & Supper extra	3,367	3,444
	<hr/>	<hr/>
	125,047	135,123
	<hr/>	<hr/>

Other related parties transactions

	2012	2011
	\$	\$
Small Branch Support from the National Office	207,132	150,390
Sustentation fee payments to the National Office	160,127	145,446
Affiliation fee payments to Australia Labour Party	10,059	4,812
Affiliation fee payment to NT Trade & Labor Council	5,614	9,213

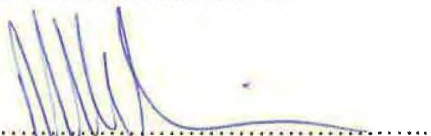
BRANCH EXECUTIVE'S STATEMENT

On 13 December 2012, the Management Committee of United Voice Northern Territory Branch, passed the following resolution in relation to the general purpose financial report ("GPFR") of the reporting unit for the financial year ended 30 June 2012:

The Management Committee declares in relation to the GPFR that in its opinion:

- (a) The financial statements and notes comply with the Australian Accounting Standards;
- (b) The financial statements and notes comply with the reporting guidelines of the General Manager of Fair Work Australia (FWA);
- (c) The financial statements and notes give a fair view of the financial performance, financial position and cash flows of the Branch for the financial year to which they relate;
- (d) There are reasonable grounds to believe that the Northern Territory Branch will be able to pay its debts as and when they become due and payable;
- (e) During the financial year to which the GPFR relates and since the end of that year:
 - (i) Meetings of the management committee were held in accordance with the rules of the organization and the rules of the Branch; and
 - (ii) The financial affairs of the Northern Territory Branch have been managed in accordance with the rules of the organization and the rules of the Branch; and
 - (iii) The financial records of the Northern Territory Branch have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
 - (iv) The financial records of the Northern Territory Branch have been kept, as far as practicable, in a consistent manner to each of the other branches of the organisation; and
 - (v) No information has been sought in any request of a member of the Northern Territory Branch or the general manager of FWA under section 272 of the Fair Work (Registered Organisations) Act 2009; and
 - (vi) No order for inspection of the financial records has been made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009.
- (f) During the financial year ended 30 June 2012 the Northern Territory Branch did not participate in any recovery of wages activity.

For the Branch Executive:



.....
MATTHEW GARDINER

13 December 2012



Independent Audit Report to the members of United Voice – Northern Territory Branch

We have audited the accompanying financial report, being a special purpose financial report, of United Voice-Northern Territory Branch (the Branch), which comprises the statement of financial position as at 30 June 2012, and the statement of comprehensive income, statement of changes in accumulated funds and statement of cash flows, for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the Management Committee's declaration set out on pages 3 to 17

Management Committee's responsibilities for the financial report

The Management Committee is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Notes 2 and 3 of the financial statements, which form part of the financial report, are appropriate to meet the requirements of the Fair Work (Registered Organisations) Act 2009 and are appropriate to meet the needs of the members. The Management Committee's responsibility also includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free of material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in notes 2 and 3, are appropriate to meet the needs of members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the reasonableness of accounting estimates made by the Management Committee, as well as evaluating the overall presentation of the financial report.

These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the basis of accounting described in Note 2 to the financial statements so as to present a view which is consistent with our understanding of the Branch's financial position, and of its performance.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Management Committee's financial reporting obligation under the Fair Work (Registered Organisations) Act 2009. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with professional standards related to independence.

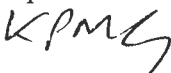
Auditor's Opinion

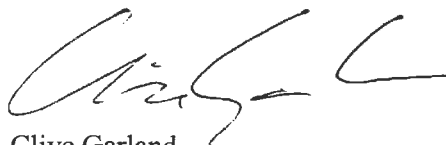
In our opinion the financial report of United Voice- Northern Territory Branch is in accordance with the Fair Work (Registered Organisations) Act 2009, including:

- (a) Giving a true and fair view of the Branch's financial position as at 30 June 2012 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 2 and 3; and
- (b) Complying with the Australian Accounting Standards to the extent described in Note 2 and the Fair Work (Registered Organisations) Act 2009.

Basis of Accounting

Without modifying our opinion, we draw attention to Note 2 to the financial statements, which describe the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Branch's financial reporting responsibilities under the Fair Work (Registered Organisations) Act 2009. As a result, the financial report may not be suitable for another purpose.


KPMG



Clive Garland
Partner

Darwin

21 December 2012



Disclaimer

The additional financial information presented on pages 20 to 22 is in accordance with the books and records of United Voice- Northern Territory Branch, which have been subjected to the auditing procedures applied in the audit of Branch for the year ended 30 June 2012. It will be appreciated that our audit did not cover all details of the additional financial information. Accordingly, we do not express an opinion on such financial information and no warranty of accuracy or reliability is given.

In accordance with our firm policy, we advise that neither the firm nor any member or employee of the firm accepts responsibility arising in any way whatsoever to any person (other than the Branch) in respect of the additional information, including any errors or omissions therein, arising through negligence or otherwise caused.

KPMG

KPMG

Darwin

Date: *21 December 2012*

United Voice- Northern Territory Branch

Statement of Income and Expenditure

As at 30 June 2012

Account code	Descriptions	This year	Las year	Variance
6-2120	Travel Allowance	7,270	8,541	-1,271
6-2210	ALP	10,059	4,812	5,248
6-2220	NT Trades & Labor Council	5,614	9,213	-3,600
6-2230	Sustentation Fees	160,127	145,446	14,681
6-2320	Delegate Training	18,338	2,004	16,334
6-2330	Other Member Expenses	2,662	5,859	-3,197
6-2410	Campaigns	11,064	1,983	9,081
6-2510	Insurance	1,972	1,202	770
6-2520	Legal & Professional Exp	4,600	1,395	3,205
6-2630	Sponsorship	11,727	14,347	-2,620
6-2650	Venue Hire Event	524	10,327	-9,804
6-2651	Catering Event	224	13,871	-13,647
6-2652	Entertainment Event	-	1,147	-1,147
6-2640	Equipment Hire	-	25	-25
6-3110	Equipment under \$5000	33	1,992	-1,959
6-3120	Audit & Accountant Fees	8,041	6,000	2,041
6-3130	Bookkeeping Fees	32,475	27,913	4,562
6-3140	Bank Charges	5,895	6,342	-447
6-3150	Staff Amenities	391	643	-252
6-3160	Sundry	28	178	-150
6-3161	Fees & Penalties	230	130	100
6-3170	Subscriptions & Dues	760	282	479
6-3171	Donations & Gifts	1,200	607	593
6-3190	Depreciation Expense	23,285	23,285	0
6-3191	Bad & Doubtful Debts	-	53	-53
6-3210	Advertising	2,979	3,659	-680
6-3220	Publications	-	3,449	-3,449
6-3310	Telephone	28,699	28,017	683
6-3320	IT Expenses	9,521	6,188	3,333
6-3410	Printing	2,484	8,411	-5,927
6-3420	Photocopying Exp	7,515	8,045	-530
6-3510	Stationery	4,378	4,516	-138
6-3520	Postage & Freight	6,557	11,367	-4,810
6-4200	Rates	3,346	3,202	144
6-4210	Body Corporate	26,000	26,000	0
6-4300	Electricity	3,964	4,075	-111
6-4400	Cleaning	3,855	3,715	140

United Voice- Northern Territory Branch

Statement of Income and Expenditure

As at 30 June 2012

Account code	Descriptions	This year	Las year	Variance
6-4500	R&M Office	1,306	1,137	169
6-4510	R&M Equipment	-	180	-180
6-5100	Rent A/S	16,191	12,964	3,227
6-5110	Utilities A/S	1,399	1,471	-72
6-5120	Equipment A/S	-	181	-181
6-5130	Other A/S	249	304	-56
	Operating expenses	1,487,891	1,369,365	118,526
	(Deficit)	-67,797	-61,417	-6,380



FAIR WORK
AUSTRALIA

23 November 2012

Ms Louise Tarrant
National Secretary
United Voice
Locked Bag 9
HAYMARKET NSW 1240

Dear Ms Tarrant

Application for Extension for Time to Provide Copies of Financial Reports under paragraph 265(5) – United Voice, Northern Territory Branch (FR2012/250)

I refer to your letters dated 13 and 19 November 2012 requesting a two week extension of time under subsection 265(5) of the *Fair Work (Registered Organisations) Act 2009* (the Act) in which to provide members of the Northern Territory Branch with a copy of the Branch's full financial report.

You have advised that you intend to place a notice in the Union magazine, which is to be distributed by 26 November 2012, advising members that the financial report will be available on the United Voice website from 7 December 2012 following a meeting of the Committee of Management on 5 December 2012.

Under subsection 265(5) of the Act, the General Manager may, on application, extend the period specified in subsection 265(5)(b) for the Branch to provide copies of the financial report to members by no more than one month, namely from 5 months to 6 months from the end of the financial year. You have, however, only requested an extension of two weeks from expiration of the five month period on 30 November 2012.

Accordingly, I allow an extension of time until 14 December 2012 in which to provide copies of the full report to members of the Northern Territory Branch of United Voice under paragraph 265(5)(b) of the Act.

Yours sincerely,

Ailsa Carruthers
Delegate of the General Manager
Fair Work Australia



United Voice National Office
303 Cleveland St, Redfern, NSW 2016
Locked Bag 9, Haymarket, NSW 1240
ABN 5272 8088 684

t (02) 8204 3000
f (02) 9281 4480
e unitedvoice@unitedvoice.org.au
w www.unitedvoice.org.au

19 November, 2012

Mr David Vale
Principal Adviser
Regulatory Compliance Branch NSW
Fair Work Australia
80 William Street
EAST SYDNEY NSW 2011



Dear Mr Vale

Application for Extension of Time to Provide Copies of Financial Reports to members under paragraph 265(5) – United Voice Northern Territory Branch (FR2012/250)

In response to your letter of the 16 November, I wish to advise that the Northern Territory Branch Financial report for 2011-2012 will not be received from the Auditor until the 3rd December, 2012. The Branch Executive will consider the report at a meeting by the 5th December and the reports will then be available for review by members on the United Voice website once they have been approved by the Committee of Management.

We will advise the Northern Territory members that the Reports will be available on the website from the 7th December in our Union magazine which is to be distributed to our members by the 26th November.

We are thus requesting an extension of two weeks for the presentation of the Northern Territory Branch Financial report to our members.

If you require any additional information please contact Elaine Hudson on (02) 82043025 at this office.

Yours sincerely,

Louise Tarrant
National Secretary



FAIR WORK
AUSTRALIA

16 November 2012

Ms Louise Tarrant
National Secretary
United Voice
Locked Bag 9
HAYMARKET NSW 1240

Also by facsimile: (02) 9281 4480

Dear Ms Tarrant

Application for Extension for Time to Provide Copies of Financial Reports to members under paragraph 265(5) – United Voice, Northern Territory Branch (FR2012/250)

I refer to your letter dated 13 November 2012, which was lodged with Fair Work Australia (FWA) on 14 November 2012, requesting a two week extension of time under subsection 265(5) of the *Fair Work (Registered Organisations) Act 2009* (the Act) for presentation of the reporting unit's financial report to a meeting of members.

Before an extension can be granted, the Delegate of the General Manger will need to know whether the Branch intends to present the financial reports to a meeting of the Committee of Management or to a general meeting of the Branch members, as this determines the type and period of extension which can be granted.

Yours sincerely,

David Vale
Principal Adviser,
Regulatory Compliance Branch, NSW
Fair Work Australia



United Voice National Office
303 Cleveland St, Redfern, NSW 2016
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e unitedvoice@unitedvoice.org.au
w www.unitedvoice.org.au

13 November, 2012

Ms Bernadette O'Neill,
General Manager
Fair Work Australia
80 William Street
EAST SYDNEY NSW 2011



Dear Ms O'Neill,

I am writing to apply for an extension of two weeks for the publication of the United Voice Northern Territory branch financial reports in accordance with Section 265 (5) of the Fair Work (Registered Organisations) Act, 2009.

There has been a delay in the audit of the report which means that we will not be able to make it available to members until December.

We greatly regret this delay and request that we be granted an extension for the publication of the Northern Territory report.

Yours sincerely

Louise Tarrant
National Secretary



FAIR WORK
AUSTRALIA

16 July 2012

Mr Matthew Gardiner
Secretary, Northern Territory Branch
United Voice
GPO Box 32
DARWIN NT 0801

Dear Mr Gardiner

Lodgement of Financial Documents for year ended 30 June 2012 - Fair Work (Registered Organisations) Act 2009 (“the FW(RO) Act”) - United Voice, Northern Territory Branch (FR2012/250)

The financial year of the Northern Territory Branch of United Voice (the “reporting unit”) has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit’s financial documents. The full financial report must be lodged with Fair Work Australia within the prescribed time period of 6 months and 14 days of the end of the financial year.

The FW(RO) Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

In addition, financial reporting fact sheets and sample documents can be found on the Fair Work Australia website. The information can be viewed at [FWA Registered Organisations Fact Sheets](#). This site also contains the General Manager’s Reporting Guidelines which set out mandatory financial disclosures.

I draw your particular attention to section 237 of the FW(RO) Act which provides that where the reporting unit makes individual loans, grants or donations exceeding \$1,000, a separate statement containing prescribed particulars must be lodged within 90 days of the end of the financial year, i.e. by 30 September.

If you need any further information or if you believe you will be unable to lodge the full financial report within the period mentioned above please contact me on (02) 6723 7097 or by email at stephen.kellett@fwa.gov.au

Yours sincerely,

Stephen Kellett
Organisations, Research & Advice
Fair Work Australia

TIMELINE/ PLANNER

Financial reporting period ending:	30/ 06 /2012
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1. Prepare financial statements and Operating Report.

1(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
1(b) A #designated officer must sign the Committee of Management Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	/ /

As soon as practicable after end of financial year

This step must be completed and the Statement signed at a first meeting

2. Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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*Within a reasonable time of having received the GPFR
(NB: Auditor's report must be dated on or after date of Committee of Management Statement*

3. Provide full report free of charge to members – s265 The full report must include: <ul style="list-style-type: none"> • the General Purpose Financial Report (which includes the Committee of Management Statement); • the Auditor's Report; and • the Operating Report. 	/ /
--	-----

*(a) if the report is to be presented to a General Meeting the report must be provided to members 21 days before the General Meeting,

or
(b) if the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.*

4. Present full report to second meeting: (a) General Meeting of Members - s266 (1),(2); OR (b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ / / /
--	----------------

Presentation occurs at a 'second' Meeting

A second meeting which is a General Meeting must take place within 6 months of end of financial year

A second meeting which is a meeting of the Committee must take place within 6 months of end of financial year

5. Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
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Within 14 days of presentation at second meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.

